

State of Tennessee
Department of Finance & Administration
Customer Focused Government (CFG)

Executive Administrative Assistant – Salary range \$3,700 monthly – \$6,660 monthly

JOB SUMMARY

The Executive Administrative Assistant will be responsible for the day to day operations and support of the Director of Customer Focused Government and all the Directors of the Strategies for Efficiency in Real Estate Management (SEREM) project (collectively Project Leadership). The individual must demonstrate exceptional judgment in handling all requests made and must provide an outstanding work product.

The essential duties and responsibilities of the position include the following:

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Maintain project calendars and schedule appointments as needed. Must be able to work under tight deadlines and respond to high pressure situations.
- Plan meetings, conferences, trips and teleconferences, often involving large groups.
- Assist the Director and Project Leadership in preparing reports, proposals and other documents by collecting and analyzing data, formatting, inputting, retrieving, copying or transmitting data. Will need to use Excel in data management tasks.
- Must be able to design PowerPoint presentations and assist in creating communications materials.
- Handle internal and external communications with professionalism and efficiency.
- Draft letters, documents and press releases on behalf of the Director and Project Leadership.
- Welcome guests by greeting them in person or on the telephone; answering or directing departmental inquiries.
- Make all travel arrangements, including ticket purchases, car services, hotels, rental cars, etc. Also, will need to handle submitting reimbursements within the State's system.
- Support the Director and Project Leadership, as assigned, with special project based work.
- Remain flexible to plan and participate in after hours business functions.

MINIMUM QUALIFICATIONS

3 years of experience supporting senior and/or executive management in an organization.

CRITICAL COMPETENCIES

Excellent customer service skills

Excellent organizational skills

Excellent verbal and written communication skills

Highly proficient in MS Office Suite

Highly creative and proficient in graphic arts

Highly flexible

Ability to work with confidential matters

Highly proficient in time management and multi-tasking

Exceptional judgment and decision-making abilities

Teamwork/Interpersonal skills

The State of Tennessee is an Equal Opportunity Employer

Please send resumes to: Beverly.Stewart@tn.gov